

RD AN No. 3627 (2006-M)
March 28, 2001

SUBJECT: Business Programs Assessment Reviews
State Internal Review Process

TO: Rural Development State Directors

ATTN: Management Control Officers

PURPOSE/INTENDED OUTCOME:

This AN is being issued to provide information and guidance regarding the State Internal Reviews (SIRs) of centralized Business Programs in the states.

COMPARISON WITH PREVIOUS AN:

No previous AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

The Deputy Administrator for Business Programs has made the determination that the Business Programs Assessment Reviews (BPARs), conducted by the National Office Business Programs staff, cover all the same areas required to be reviewed under the Business Programs module of the SIR handbook. The Financial Management Division (FMD) has oversight responsibility of the SIR process for the Rural Development mission area and has concurred with the Deputy Administrator's assessment.

The BPARs are conducted on a 5-year cycle and will replace the requirement for states to conduct a SIR of centralized Business Programs in each state. However, since BPARs are conducted by the National Office and may be subject to limited staff and travel resources, if a BPAR is not conducted within the 5-year cycle for your state, a SIR will be required to meet the requirements of RD Instruction 2006-M.

EXPIRATION DATE:
March 31, 2002

FILING INSTRUCTIONS:
Preceding RD Instruction 2006-M

The National Office Business Programs will issue a final BPAR report with findings resulting from the review and recommended corrective actions. Business Programs will also provide a copy of the final report to the State Management Control Officer (MCO). StateMCOs must track the BPAR findings in the Audit Reports Tracking System (ARTS) as a SIR with the existing SIR finding codes available. The report type "SIR" will be used for all BPARs.

Follow-up and monitoring will be conducted and tracked in ARTS until the National Office considers all recommendations resolved, corrective actions implemented, and the BPAR is designated as being closed.

If there are any questions regarding the BPARs and/or the SIR requirements, please contact Gail Lacey of the Financial Management Division at (202) 692-0081.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Acting Deputy Administrator
for Operations and Management